Gregg Shorthand Phrase Book

# GREGG SHORTHAND PHRASE BOOK

JOHN ROBERT GREGG

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#### INTRODUCTION

This book is intended for the student or the stenographer who wishes to increase his speed. Obviously, no one writer will find use for all the phrases presented. While all writers will be able to use the phrases of a general nature, each writer should select and learn the special phrases which will be useful in his own line of work. As an example, the phrase "Assistant General Passenger Agent" would ordinarily be of value only to one taking dictation involving the transportation business, while the phrase "as a matter of fact" would be valuable to any writer, regardless of the nature of the matter which he might be writing.

Phrasing in General. Intelligent phrasing increases speed, and the limit of phrase-making rests almost altogether upon the ability of the writer to execute the forms correctly. But phrasing must be based upon certain well-defined principles. In the following pages these principles will be presented as concisely as possible. The exposition of the laws of phrasing, taken in conjunction with the practice afforded by the lists of phrases, should enable the writer greatly to extend his skill in the general application of phrasing in practice. At the same time, these principles will enable the writer to avoid the pitfalls of both mind and hand that so often result

from an attempt to improvise phrases.

A good phrase should be and is more easily read than if it were divided into its component parts and each word written separately. One reason for this is that the eye can take in two, three, or even more words in a phrase at a glance, and the words are read with but one effort instead of several, as would be

the case were the words written separately.

Another reason for the increased legibility resulting from phrasing is the fact that the words usually present a more distinctive outline when phrased, due not only to the ability to understand a group of closely associated words as a unit, but to the greater executional facility secured by joining the words. For example, the phrase "would be glad" when written at no matter how great a speed is always more legible than the separate words would be if written without joining, because it is easier to maintain the correct form and proportion of the characters when joined than when written with a pen lift after each word. Moreover, if one of the characters in the phrase should become distorted, the other characters joined to it would be a help in reading the poorly written one, whereas when each character is written alone this help is not available.

Phrases which are not thoroughly mastered are worse than useless, as they are in such cases a source of hesitation. Particular attention should be paid to the phrases given in Lesson Eleven in the Manual, as they are among the most common phrases in the language. In practicing them it must be remembered that a phrase must be an entity. It should be written without a pause—as if it were only one character. Thinking of each separate word in the phrase will cause a distinct stop at the end of each word, and facility in execution will thus be lost. In learning the longer phrases, however, it is sometimes necessary to separate them into smaller units. If you find it difficult to write some of the phrases consisting of

several strokes, practice a part of the phrase at a time until the difficulty of that part has been removed. Then add a little more to it and so on until the whole phrase can be written without a perceptible stop. Several illustrations of this method of practice will be found in "Gregg Speed Studies" on page 65. In "The Science and Art of Phrase-Making" David

Wolfe Brown says:

"A phrase, to be of value, must be spontaneous. It should flow from the pen smoothly and pauselessly, without perceptible mental effort. Phrases which, while being written, require close attention in following their intricacies, hamper the free movement of the hand and cause hesitation. But when it is said that phrases should be spontaneous-should indeed be written almost automatically-we do not mean that only such phrases are to be written as can be flung from the pen without thought or effort by one who has never given time or attention to the study of phrasing as a fine art. A good phrase should be spontaneous with those who have been educated. so to speak. The spontaneity desired is not the spontaneity of ignorance, but the spontaneity of education and culture. Good phrasing habits do not come without cultivation. Phrasing rules, and in some cases particular phrases, are to be studied until thoroughly familiarized. While it is true that 'any conscious effort to make phrases, except as a matter of mere experiment. is a mistake,' yet the absence of 'conscious effort' should come as the natural result of a mastery of the phrasing art in its principles and details. That phrase, which to a tyro may seem difficult, requiring him to 'wrestle' with it letter by letter

or stroke by stroke, may be in fact not a bad phrase, but an extremely good one, because it is one that comes easily and naturally (that is, spontaneously) to the writer if by study and practice he has properly prepared himself for his work.

"But though phrases should in general be spontaneous, it is not meant that all the phrases useful to a reporter can be devised off-hand, on the spur of the moment, during the hurry of reporting. It would be a mistake to disparage certain highly useful special phrases which the books have provided to be memorized or which the practical reporter constructs for himself. Through the labor and experience of reporters and authors there have been evolved, and placed in the textbooks to be mastered by everyone who would be an expert, certain highly useful phrases which-because they involve in their construction abstruse rules, or complex mental processes, or arbitrary or unique methods of abbreviationcould scarcely be extemporized by the most accomplished reporter. Besides these highly useful and almost indispensable phrases, others of similar nature are almost daily invented by every practical reporter to meet his personal and immediate needs. Some are not invented during the stress of reporting, but are devised deliberately beforehand, because their necessity is foreseen. Others of the same nature are gradually evolved during actual reporting work, being suggested by the continued repetition of certain verbal combinations. The reporter, as a particular group of words is spoken again and again, gradually writes it more and more briefly, achieving at last a special phrase, arbitrary perhaps in its character—following perhaps in its construction no general law—but which possibly, because of its aptness and prospective usefulness becomes thereafter a permanent part of his reporting equipment. While insisting that phrases should in general be spontaneous, we by no means discourage or disparage the memorizing or invention of a certain number of these highly useful special or irregular phrases."

It will be seen that Mr. Brown, of course, had reporters in mind in writing the foregoing passage, but all that he said is equally applicable to every stenog-

rapher or every shorthand student.

The Four Fundamental Principles of Phrasing. There are four general rules which must govern the formation of every phrase, and they are given here so that the student may observe how they apply to everyone of the more definite suggestions which follow, as well as to all the examples given in this book.

- 1. At the outset short and common words only should be joined. That is, until the writer has, by experience, become capable of judging for himself of the value of a phrase, he should be very hesitant about phrase forms containing long or unusual words. It is only in exceptional cases that such phrases are worth while.
- 2. The words joined in a phrase should make good sense when standing alone, they should constitute a natural "speech phrase." As an example, if you have the group of words "therefore I went" it would be incorrect to phrase "therefore—I went." The proper phrasing would be "therefore I—went." Any departure from this principle will cause hesitation and errors in reading.

3. The outlines for the words composing the phrase should be such as will join easily to other outlines. To illustrate: The phrase "and-will" is a good one, because of the ease of joining; but the phrase "and-go" would be a very poor one, because the joining is impossible to execute with accuracy.

4. Phrases which carry the hand away from the line of writing, or unduly long phrases, should be avoided, as they tend to break the rhythm of the

zeritina.

In short, the student always should remember that phrasing should exist only for the purpose of increasing both legibility and speed in writing. Phrasing should be considered not an end, but a means. The rules just given are only a more detailed expression of the same thought, intended to be used by the student as a test for any phrases which he may formulate.

In going over his notes the beginner should apply these four tests to any new phrases he may form. He

may remember them briefly as:

1. Is it common?

2. Is it natural?

3. Is it easily joined?

4. Is it short?

When he can answer "Yes" to each of these questions, he may adopt it as useful and therefore worth learning.

Classes of Phrases. Having studied the principles which apply to all phrases, the student is now ready to take up some definite suggestions covering the various classes of phrases.

The first and simplest class of phrases is composed of those which are made up of short words, usually wordsigns, joined together without modification and without the omission of any word or stroke. As the majority of the phrases are of this kind, it will be worth while to go into this classification rather fully. The following are useful examples, illustrating principles. Hundreds more may be gleaned from the lists in the book.

1. Pronoun joined to a verb:

I am you do
I can he will
I shall 9 they may

2. Pronoun joined to the negative form of the verb:

they can not we are not we are not you would not she does not I should not

3. Pronoun joined to the verb and its auxiliary:

I may be you have seen 2
he might be who could be in the wear we have said 3

# 4. Preposition joined to its object:

for me on which of from you to them by the at that

The word to may nearly always be joined in writing the infinitive form of the verb:

to create to care to continue to send

# 6. Verb joined to its object:

give me told you ask me take that gives them

7. Adjective joined to the word qualified:

large number great man
good time common people
many days all my attention

# 8. Combinations of the forms just given:

by which it is to which you refer the told me I could not say I have your letter you should not be

Omission of Non-essential Words. The next simple method of phrasing is to omit unessential words which naturally must be restored in transcribing in order to make sense. The most common omission is a, an or the:

as the case and on the contrary on the other side of the other side on the other side on the other side on the other side of the other sid

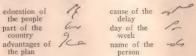
Another word frequently omitted in phrasing is the conjunction and:

here and there by and between back and forth by and by heaven and more and more

Other examples which will give the student an idea of the flexibility of this principle are:

look into the	26	take into consideration	
one of the most	~	form of agreement	
we are of the	27	attorney at 8	

In many cases, of the may be expressed by writing the words on either side of of the, close together when it would be difficult to join them. This method of indicating "of the" should not be employed where either "of" or "of the" may be read inter changeably into the phrase, or when the "of" or "of the" may be omitted altogether; as, for example, "some men," "some of the men"; "many people," "many of the people."



Modification of Forms. Some combinations occur with sufficient frequency to make it worth while to modify slightly the original outline of one or more words in order to make the phrase possible. This practice is not generally to be recommended. Some examples of this principle are given in the Manual. A few additional instances are:

#### Ahone

above day

above mentioned

and above all

above date

above named

above named

#### Against

against the against them o

against that against me

### All over the

place

all over the all over the

all over the kingdom all over the world

#### Assure

VOU I can assure you

and I assure you

we assure you

#### Fact

I am aware of the fact on account of the fact in point

well-known fact

we are aware of the fact call your attention to the fact

#### Extent

Extent		
to a certain extent	33	to a great extent
to a consider- able extent	3	to a large extent
to some extent	3-7.	to such an extent
Miscellaneous exan	nples.	
great deal	حب	as follow
all alone —		at any rate
all along _	_	at first sight
at once	~	day's sight
at the same		day or so
I always		whole lot
we always		once in a while
in other words -	/	in my opinion
fire insurance	,	in my judgment
life insurance —	9	one another
on hand		on the present

Intersection. Many useful and distinctive phrases are formed by using the principle of intersection. There are two classes of intersected phrases—those formed according to a regular principle and those especially composed for some frequently recurring

occasion

expression. The regular use of an intersected b for board is an example of the first kind:

school board Federal Reserve Board of Board of Education

The irregular phrases are not worth while unless it is fairly certain that the expressions which they represent will recur with a reasonable degree of frequency. A few typical examples, chosen from different lines of work are:

Treaty of Versailles

Atmospheric Liberty Bond Consessure

# METHODS OF USING THE BOOK

There are two ways in which a phrase book may be helpful to a pupil.

1. He may use it to look up phrases which he meets in his dictation practice, the outlines for which he is not certain of. In this way it serves merely as a reference book. It will be noted that the words have been arranged in strict alphabetical order to facilitate quick reference.

2. The more profitable way of using it is as a textbook, organizing the work and studying it systematically. After having studied the principles and the phrase lists given in the introduction, the pupil should go through the book, page by page, practicing all the phrases that may be of value to him.

The pupil in school should practice only the general phrases unless he is preparing for some definite future position, in which case he should also, of course, practice the phrases which would be applicable to that field of business. After finishing a page, writing each outline four or five times or more if necessary to be able to execute it fluently, the writer should have the phrases dictated to him several times at gradually increasing speeds. This is for the purpose of developing ability to write a phrase from hearing it rather than from seeing it. The phrases should be reviewed from time to time in order to fix them in the mind

The teacher may have the class use the "Phrase Book" in the manner just described. In addition he may find it interesting and profitable to assign, say, one page a day to be studied in this way and then dictate a short passage of connected matter containing as many of the phrases on the page as can be worked

into the dictation. These passages may usually be composed as they are dictated, although the dictation would be improved if the notes were prepared beforehand. This practice may be begun as early as the tenth or eleventh lesson in the Manual, as by that time the students are able to take simple dictation. By having these dictations transcribed by the students, and preserving a copy of each, in a short time the teacher can build up a large collection of such matter.

If this method of using the book be employed, the phrases may be taken up as drills in execution. It will be found that penmanship drills on the phrases—practicing for high speed and accuracy on the easily executed phrases, and drilling on the harder phrases progressively—will develop a high type of executional skill that will favorably affect all the writing.

A second plan is to take the dictation material to be used for the day, run through it and underline every phrase. The outlines for these should be looked up in the "Phrase Book" by the pupil, and practiced until they can be written readily and legibly before the dictation is begun. The teacher may prefer to place the phrase forms on the board for drill purposes. In this way special attention can be given to analogous phrases, or phrases that illustrate principles. In fact, this work on the phrases-and perhaps also the unusual words-is a preparation for dictation. The plan may be applied to all dictation material, letters as well as literary matter. The advantages of this method are that the phrases are applied in a natural way, there is variety in the work, and the pupil acquires facility in recognizing words that should be phrased.

References. So much has been written on the subject of phrasing that it is now practically impossible to present anything new. For a more detailed and advanced treatment of the subject than is given here we would refer the student to the following books, which have been consulted in preparing the material given here:

Gregg Reporting Shortcuts. By John Robert Gregg. This contains a discussion of the phrasing principles applicable more particularly to court reporting, as well as a classified list of shortcuts suitable for such work.

The Stenographic Expert. By Willard B. Bottome in collaboration with John Robert Gregg. This offers not only a section on phrasing possibilities and a generous list of examples, but also articles on the general features of a reporter's work, together with practice matter in longhand and shorthand.

The Factors of Shorthand Speed. By David Wolfe Brown. Although written in the first place with the particular needs of another system in mind, the student will find much helpful material in this book relating not only to phrasing but, as the title indicates, to all the other factors entering into the attainment of high speed in shorthand. The amount of space devoted to phrasing is, in itself, an indication of the importance which the author placed on proper phrasing as an aid to speed.

The Gregg Shorthand Manual and Gregg Speed Studies. Both of these contain a great deal of very valuable assistance to those wishing to acquire the "knack" of phrasing. We mention them particularly because frequently the student overlooks the material in these two books, feeling that after having been through them once or twice he should go on to pastures new. As a matter of fact, in most cases more

benefit could be obtained by a thorough review of what had already been covered than by going over other books in a superficial way.

In conclusion we want to impress upon the student that half-learned phrases, like half-learned wordsigns are more a hindrance than a help. If a phrase is worth learning at all, it is, as a rule, worth learning well

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about which you are able to say about which you can about how many above day about it above date about that above mentioned about that time above named about the above named place about them absolutely necessarv about these about these goods accept thanks about these things accept that about the world according to my about this according to the about this matter account book about this thing acknowledge reabout this time across the about those act of Parliament about which A. D. adjust the matter about which the a dollar

G	REGG SHORTHAND	1 1111111111111111111111111111111111111	
91	after dinner speech	ir.	a hundred thousand
2m3	after due consider-		all alone
2	after many days		all along
20,	after that	P	all day
26	after that date		all in all
96	after that time	9	all information
2	after the	00	all matters
2	after them	ep	all may be
9,	after this	000	all means
92/	after this date		all men
93	after this is	0	all my
9/	after this time	-6	all my attention
21	after you had been	-6	all my time
00	again and again	egs.	all necessary atten-
00	against that	5	all necessary infor- mation
5	against the	7	all of which
~	a gallon	w	all orders
<u>.</u>	a hundred	°~/	all over the coun- try
1	a hundred dollars	¿	all over the king- dom
7	a hundred pounds	°Ce	all over the place

cm.	all over the world	_hro	and assure you that
0	all right	1.	and company
W	all round	N	and forward
6	all there is to say	1	and have
0~	along the	1	and have been
-0-	A. M.	9-	and have taken
076	American people	1	and have you
0,6	American Railway Express Company	x	and hope
	a million	-5	and hope you have
/	a million dollars	19-	and'I am
	among the	9-	and I am glad
	among the	9-6	and I am glad to
	among us	9-6	and I am glad to say and I am glad to
~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	among us amount of commission amount of prem-	9-6	and I am glad to
	among us amount of commission	9-6 9-6 9-7 9-7	and I am glad to say and I am glad to see and I am pleased and I am pleased
	among us amount of commission amount of premium	9 6 9 6 9 7 6 Sh	and I am glad to say and I am glad to see and I am pleased
	among us amount of commission amount of premium ample time	9-6 9-6 9-6 9-6 8-	and I am glad to say and I am glad to see and I am pleased and I am pleased to say
	amount of commission amount of premium ample time and above all	9 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	and I am glad to say and I am glad to see and I am pleased and I am pleased to say and I assure you
	amount of commission amount of premium ample time and above all and clse	9 - 6 - 9 - 6 - 9 - 6 - 6 - 6 - 6 - 6 -	and I am glad to say and I am glad to see and I am pleased and I am pleased to say and I assure you and I have
	among us amount of commission amount of premium ample time and above all and else and am	9 2 5 5 5 S & d	and I am glad to say and I am glad to see and I am pleased to say and I assure you and I have and I may

If and I will expect	and those
and I will have	A and was
and I will not	A and which
I and I will not be	and which has been
and in reply	and which is
and is	A and which is not
and it is	A and which may be
and looked	and which must b
and make	and will
and our	and will be
and see	another thing
At and sons	another time
and that	anybody else
and that the	any longer
and that this	any more
and the	any more than
and their	any one
A and therefore	anyone else
and there is	any one of the
and they	any other

.6	a pound	27	as long as possible
4	application blank	2-4	as low as
~	are not	2 4	as low as possible
(~)	are you	2-0	as many as
25	as a matter of	2-8	as many as pos-
20)	as a matter of fact	20)	as might have been
200	as a matter of law	27	as much as
26	as a result	27	as much as possible
2	as a rule	20	as near as
Z	as follows	29	as near as can be
20	as given	29-	as near as can be
2	as good as	200	as near as I can
200	as great as	20	as near as I can
3	as if	200	judge , as near as I can remember
38	as it has been	201	as near as I could
(21	as it is	25	as near as possible
20	as it is not	200	as near as they can
4	as large as	260	as near as you are
2 300	as little as	2500	as near as you can
2~2	as long as	262	as near as you can

E	as per our	9-	as the
El	as per order	220	as the case may be
E/'	as per your order	gr 6	as the result
2003	as quick as	29	as there has been
Lac	as quick as pos-	ge .	as there were
209	as quickly as pos-	90	as they
. 268	as rapidly as pos-	97	as this
3	Assistant General Freight Agent	93	as this is
7	Assistant General	20	as though
90	Manager Assistant General	91:	as to
\$	Passenger Agent Assistant General Superintendent	900	as to that
2	Assistant Superin-	gr	as to the
é	Associated Press	90)	as to their
27	as soon as	2	as we find
27	as soon as possible	3) 3)	as we found
200	as soon as you are	2	as we have not
2500	able as soon as you can	30	as we know
the	as soon as you know	2	as well
811	as stated	21	as well as
90	as that	29	as well as can be

27	as well as possible	0	at any rate
9,	as you	6	at any time
2	as you are	6	at any time and
20	as you are aware	6	place at any time or
920	as you know	N	place at as early a date
26	as you may desire	2	as possible at first
2	as you will	2	at first sight
2	as you will find	3)	at hand
21	as you will see	~	a thousand
27	as you wish	./	a thousand dollars
9/	as you would	7	a thousand pounds
3/2	as you would find	re	at last
K	at all	~0	at least
4 -	at all events	re	at length
1/	at all times	~	at once
14	at a loss	~	at our
9	at an early date	1-8	at our expense
L,	at an early day	reco	at owner's risk
6	at any date	,	at present
0	at any future time	Ce	at some time
	ar any sature time	,,	at some time

1	at such a moment	19	at these
P	at that	1	at the time
6	at that time	1	at the time and
5	at the	P	at this
1	at the earliest pos-	N	at this end
7	at their	pre	at this end of the
of	at the last session	3g	at this stage of the

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Attorney General

back and forth baggage master balance of account balance sheet ballot box Baltimore & Ohio bank draft hank note be able bear in mind be careful because that before and after before another before any other before it was before many before many days

before many weeks

before me before or after before or since before that before that time before the before their before them before there is before this before you before you are before you can be glad be good enough he it known be it remembered be kind enough be known best attention

best way be sure be sure that better than better than that better than the between that between the between these bill of exceptions bill of exchange bill of fare bill of lading bill of particulars bill of sale blessing of God board of commissioners board of directors board of education board of health

board of management board of managers board of trade hona fide bond and mortgage bring forth bring forward bring to your atbrother-in-law brought forward business correspondence business men but this is a case but this is a question but this is not so by all means by and between by and by by any means by early mail

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by means of

by next mail

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by return mail

by same mail

by telephone

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by that means

by that time

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by reason

by means of which

by mail

by me

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by this

by this day's mail by this mail by this means by this time by today's mail by us by which by which it is by which it may be by which means by which they are by which they will by which you will by wire by your by your company by your letter by your order by your own

	С	~01	cannot answer
rys	call his attention	~	cannot be
. ~	call upon	(	cannot be made
7-	call upon him	4	cannot be sure
7	call upon me		cannot expect
2	call upon my	7	cannot possibly
7	call upon our	20	cannot remember
2	call upon them	~	cannot say
7	call upon us	~	cannot see
2	call upon you	1	cannot understand
M	call your attention	P	can that
03	call your attention	$\sim$	can the
et,	Canadian Pacific	7	can there be
7	can be	~	can they
7	can be done	~	can you
7/	can be made	mo	can you give
7	can have	~	can you not
n	can never	mg.	can you not say
200	cannot accept	~	can you remember
200	cannot account	~	can you remember

W.	can you think	( )	circular letter
nico.	can you think of anything	Sol	city, county and state
3	careful attention	7	City of Boston
3,	sareful considera-	is ,	City of Chicago
and	car load	n	City of London
	car load lot	3	city ordinance
~	car load shipment	73	civil engineer
no	case of this kind	'Lu .	civil law
20	center rail	3	civil service
8 N	certificate of deposit	3_	civil service reform
8	Chairman of the Committee	0	C. O. D.
1	Chamber of Com- merce	~	come to the con- clusion
de	Chancellor of the	2	Common Council
4	Chancery Court	1"	condition of things
R	Chancery Division	2e	confirming our wire
1	chattel mortgage		Conservative party
66	cheer after cheer	N	considerable attention
¢.	Chicago & Alton	37	considerable importance
hu	chief clerk	30	constitute and
4	chief engineer	30	Constitution of the United States

construe the could not say could be could not see could be done counselor at law counter claim could be made County Council could be the could have course of business could have been credit department could not be credit memorancould not be done custom house

15

Thur

	D	15	descriptive catalog
PP	day after day		did not
1	day before		did you
of Pp	yesterday day by day	A	did you examine
8	day or so	13	did you have
10	day or two	12	did you have any
pm	day or two ago	B	did you have any-
en	days ago	po	thing did you make
b		1	did you make
6	days' sight	20	did you mention
10	day time	/1	did you not expect
8	deaf and dumb	pi	did you receive
/	Dear Madam	13	did you see
(	Dear Miss	De	different creditors
	Dear Mr.	or .	different times
1	Dear Mrs.	1	direct tax
1	Dear Sir	to	discount for cash
1	Dear Sirs	N.C.	distinct under- standing
18	deed of settlement	pre	distinctly remember
pl.	defendant's testi-	Ko	distinctly under-
t	mony Democratic party	18	stood District Attorney

P-	does not	· hos	do you call
re	does not allow	m	do you intend
Bed	does not want	~	do you know
130	does that	0	do you know whether
B	doing his	0	do you know whether or not
re	doing that	mo	do you mean to say
pr.	doing the	ma	do you remember
pro	don't you know	m	do you want
pre	don't you remem-	his	draw on us
pt.	ber don't you think	pes	draw on you
1	do not	1	dry goods
18	do so	41	dry goods depart-
n	do this	tre	ment dry goods store
m	do you	pe	during the year

		2	
	E	3	every consideration
h	each of these	p	every day
2	each one	70	every day or two
2	each other	2	every direction
1	early attention	2	every moment
7	early information	2	every one
4	early reply	2	every respect
93	eastern division	2	everything else
-	economical manner	3	every way
6/	education depart-	2	exact time
	electric company	2_0	examine this
/	end of the month	mos	Executive Com-
10	end of the week .	6	expecting to hear from you
-1	endowment policy	6	expect that
-	enter into	En	express cars
2	ever since	8	express charges
Lig	ever since then	23	Express Company
h	every attention	2	express money order
/	everybody else	3,8	extra discount
und			

Olthod biloteliting Little 2001					
	F	2	find enclosed		
20	fact that	2/	fire department		
dio	facts of the case	2	fire insurance		
de	faster than	de	fire insurance		
In	father-in-law	2	first class		
2 39	fellow-citizens	2	first class con-		
re	few days	2_	first class manner		
2en	few days ago	2,	first instant		
200	few hours ago	7	First National		
2	few hundred	3	first question		
2	few hundred	2	first place		
26	few minutes	20	first rate		
200	few minutes ago	39	first stage		
2-	few moments	7	first time		
200	few moments ago	7	f. o. b.		
2	few months	2	f. o. b. cars		
200	few months ago	2	following morning		
2	few weeks	grad	for a certain length of time		
3	few weeks ago	39_	for a certain pur-		
16	few thousand	37	for a certain time		

her	for a considerable length of time	h	for collection
2	for a considerable	na	for different rea- sons
2-	for a considerable	4	foreign exchange
V	for a day	3	for example
200	for a day or two	2	for him
30	for a few days	4	for instance
3 1	for a few minutes	4	for it is evident
3	for a few moments	2	for its
}	for a few months	Les	for last month
3	for a few weeks	Le	for last week
2	for a good many	20	for many years
2	for a long time	200	for many years to
2/6	for a long time	20	form of agreement
2	past for a long time to	2	form of govern-
2-6	for a minute	2	for more than
2	for a moment	20%	for my own part
v	for and in con- sideration	20	for my part
2-01	for a number of	20	for next month
200	for any length of	4	for next season
Jusa	for certain reasons	20	for next week

4	for next year	3.	for the fact
29 -	for other purposes	3	for the first time
200	for quite a long	2	for their
200	for quite a long time to come	re	for the last
28	for quite a while	her	for the last month
34	for said purpose	20	for the last time
3	for sale	he	for the last week
3	for several reasons	Les	for the last week
la Za	for some cause	he	for the last year
2~	for some cause or other	2-	for them
2/	for some consider-	2	for the most part
2	for something else	Zer	for the next week or two
3/	for some time	6	for the past
1/6	for some time past	玄	for the past week
1	for some time to	En	for the past week
200	for some years	E	for the present
9	for that	4	for the purpose
ks	for that reason	3-2	for the same rea-
76	for that time	2-5	for themselves
2	for the	39	for there has been

W	for there is not	2	for you
29	for these	30	for your city
223	for these goods	2	for your country
V	for the time	2/2	freedom of speech
1	for the time being	26	freedom of the people
h	for this	2/4	freedom of the
200	for this case	4	free of charge
m	for this cause	200	freight agent
me	for this class	P	from day to day
27	for this company	2	from him
m	for this considera-	u	from hour to hour
3-	for this is the		from month to
h	for this month	2	from our
nz	for this reason	2-19	from our agent
n	for this route	200	from our letter
W	for this time	I_	from season to
n	for this week	4	from such
3	for us	20	from that
7	for which	26	from that time
Lu	for which accept thanks	2	from the

	from them	27	from which
2_0	from this	ce	from year to year
32.	from this station	2	from you
	from time to time	20/	furniture
2	from us	2	department further than

	G	1	Grand Jury
6	General Agent	- to	Grand Trunk
1	General Freight	6	Great Britain
4	Agent General Manager	6,	Great Britain and Ireland
3	General Superin- tendent	No.	great city
00	give me	~	great deal
2-	gives me	2	great favor
-6	give them	~	great importance
~	give us	~	great man
~8	give you	~	great many
ez,	glad to hear fro	m ~~e	great many years
-6	glad to see	~	great measure
~	good deal	~~~	great men
~3	good enough	~	great nation
	good many	~	great number
	good many of	7	great pleasure
~	good night	74	great privilege
~~	go on	16	great while

## GREGG SHORTHAND PHRASE BOOK

Η has done had been has given had been done has made had been given has no had better has not had not has not been had there been has not been able has not been done half done half dozen has said hand in hand has that hard to say has the has become has their has therefore has been has been able has this has been done has to has been given has to be has been going has to be done has been known has to be given has been made have been has been received have been able

2		)	
Y.	have done	In	having your
3/	have found	2	hear from you
2	have given	2	hear from you again
2	have known	2	hear from you at an early date
2	have mentioned	2	hear from you
4	have not been	Les-	heaven and earth
2	have not been able	2	he called upon you
626	have not received	0	he came
7	have the	0	he can
4	have there been	7	he can be
2	have thought	. 7	he can have
/20	have understood	n	he cannot
h	have you	on	he cannot be
)	have you been	20	he cannot say
2	have you men-	020	he cannot see
20	have you given	~	he cannot under-
2	have you not been	01	he can tell
26	have you received	0	he could
1	have you seen	M	he could be
2	having the	0	he could not

1	he could not be	7	he may have
1	he did	-0	he might have
13	hé does	0	he must
9	he finds	-7	he must be
2/	he found	-	he must have
00	he gave	2	here and there
00	he gets	a	here mentioned
9	he gives	3	herewith pleas
03	he goes	L	herewith pleas
8	he had been	2_	herewith pleas
2-6	heirs, executors, administrators and assigns	ce	her own
9	he is	5	he says
2_	he is known	9/	he should
3	he is said	600	he told me
2-	he is well known	8	he was
00	he knew	2	he was not
28	he knows	_	he will
-6	he made	2	he will ask
-03	he makes	7	he will be
00	he may	3	he will find

9	he will have	12	House of Commons
eg	he will say	2	House of Lords
6	he would	2	House of Representatives
6	hither and thither	6	how do you know
3	hope to be able	an	how long
6 2	hoping this will be	0-	how many
5	hoping to hear	0	how many of them
5	from you hoping to hear	0-6	how many times
26	from you soon hoping to receive	07	how much
hy	hoping you will	02	how much money
Es	favor hoping you will	0	how to do
~	find hour after hour	0-7	human being
_	none arter none	(	

	I	076	I am surprised
01	I always	- N	I am told
o- '	I am	07	I am unable
2	I am advised		I am, Very respect- fully
9	I am afraid	07	I am very sorry
014	I am at a loss	3	I am, Very truly
014	I am at a loss to know	· 6	I am willing
ong	I am at a loss to	one	I am wrong
ong	I am at a loss to	0-	I am, Yours re- spectfully
<del>-</del> e	I am aware	03	I am, Yours sin- cerely
0-9	I am aware of the fact	0-1	I am, Yours truly
0-6	I am concerned	9	I am, Yours very
0	I am confident	2	I ask
	I am directed	9-0	I ask that
$\mathcal{A}$	I am disposed	6	I became
07	I am of the opinion	6	I began
02	I am sorry to hear	6	I begin
ohe	I am sorry to learn	Lag	I begin to hope
08	I am sorry to say	5.	I begin to think
on	I am sure it will be	(	I believe

Ce	I believe there	00	I care
Co	was I brought	a	I collect
07	I call upon you	00	I conclude
200	I call your atten-	2,	I confirm
003	I call your atten-	01	I could
0	tion to the fact I can	ol	I could be
Om	I can assure you	0	I could not
0-	I cannot	01	I could not be
07	I cannot be sure	66	I dare say
07	I cannot possibly	80	I decline to say
~~e	- I cannot remember	6	I demand
07	I cannot say	60	I deny
02	I cannot see	( m)	I desire to call your attention to the fact
04	I cannot under-	6	I desire to thank
03	I can say	6	I do
03	I can see	6	I do not
01	I can't	9	I do not believe
016	I can't say	60	I do not care
0%	I can't see	63	I do not consider
,~a-	I can't remember	6	I do not deny

9	I do not judge	E	I expect that
80	I do not know	2	if any
600	I do not like	4	if anybody
69	I do not propose	2mi	if anyone else
6	I do not recollect	20	if any other
67	I do not refer	2.	if anything
6.	I do not remember	Je	if at all
6000	I do not remember	2,	I feel sure
68	I do not say	20	I feel sure that
60	I do not see	3	if I can be
6.	I do not think	21	if I could be
68	I do not under-	2	I find
60	I do not want	4	if it be
606	I do not want to	3	if it has been
67	I do not wish	2	if it is
63	I do not wish to	26	if it may be
600	l do not write	25	if it is possible
67	I don't believe (See	2	if it is the
0	other phrases under "I do not.") I enclose	2	if it were
8	I expect	2-	if it were not

24	if it were possible	ż	if we
2	if not	2	if we are
9/	I forward	2	if we do
2	if possible	ze	if we do not hear
19	if so	2º2	if we do not hear from you
2	°if that	2	if we had
3	if that is	3	if we have
2	if that is not	3.	if we think
2	if that will	2	if you
2	if the	2	if you are
. 2	if their	2	if you are in favor
2	if there are	2	if you can
29	if these	2-	if you cannot
20	if they	2/	if you desire
2	if they are	2	if you do not
2-	if they are not	20	if you do not care
29	if they have been	2°	if you do not hear
(2)	if this	20	if you do not know
3	if this is satisfac-	200	if you do not write
3	if this is the	200	if you do not write

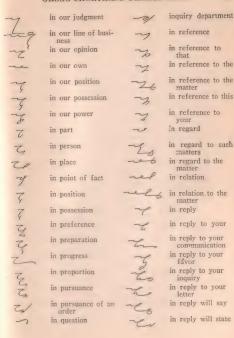
man	if you do not write	25	if you want any
2/8	if you do so	2	if you will
. 2/11	if you do this	2	if you will be
3	if you find	2	if you will favor
2	if you give	2	if you will have
200	if you give me	20	if you will make
3	if you have	2-4	if you will oblig
3	if you have done	Lio	if you will only
3	if you have had	2,	if you wish
3	if you have not	2/	if you would
2-2-	if you knew	2/-0	if you would on
he	if you know	00	I give
20	if you may	0.	I had
20	if you mean	d	I had been
2	if you must	7	I have
2-7	if you must be	4	I have another
20_	if you remember	1	I have asked
20	if you take	19	I have-been
2.	if you think	60	I have been able
2	if you want	1	I have been told
		(2	

2_	I have come	Le	I have noticed
76,	I have decided	26	I have not had
Ju	I have desired	4	I have not yet
2	I have done	26	I have received
70	I have done so	2/	I have said .
90	I have done this	for	I have taken
2	I have found	Jan	I have the honor
29-3	I have given	Jen	I have the honor
2-	1 have gone	9	I have today
2	I have had	2	I have to thank
Le	I have known	3	you I have your favor
201	I have laid before	2	I have your letter
20	I have listened	2/	I have your order
Lev	1 have marked	E	I hope
2	I have never	ly	I hope it will be
2/	I have no desire	0	I hope to hear
2/	I have no doubt	07	I inșist
2	I have not	2	I just received
. 4	I have not been	02	[ know
9	I have not been able	00	[ know their

ب	Illinois Central	o Li	I must ask
276	illustrated catalog	o In	I must ask you
of	I may be	07	I must be
of	I may be able	03	I must confess
of	I may be told	000	I must give
00	I may go	08	I must say
of	I may have	-0~	in accordance with
00	I may hear from	000	in accordance with
000	I may mention	00	in accordance with
007	I may not be able	8	in a day or two
00	I may not have	-6	in addition
081	I may say	-610	in addition to that
<i>-</i>	I meant	-6r	in addition to the
09	I might have	-6m	in addition to this
00)	I might have been	7	in advance
-67	immediate acceptance	N	in a few days
000	immediate attention	7	in a few instances
003	immediate con-	2	in a few minutes
-6	immediate reply	2	in a few moments
0-0	I move that	2	in a few months

2	in a few weeks	-250	in connection with
20	in answer to the	000	in connection with
200	in answer to the question	20-	in connection with
03	in answer to yours	لاه	in connection with
-03	in answer to your favor	3	in consequence
The	in answer to your letter	7	in consideration
	in any	-the	incontestable policy
-00	in any case		indemnity policy
-5	in any event	me	in due course
-0	in any way	J	in due time
7	in a position	2	in effect
7_	in a systematic	To	in every respect
-51	in a week or two	T	in every way
7	in behalf	2	in fact
7	in business	2	in favor
-3.	in case you think	2/	in first-class con- dition
-rl	income tax	2	inform me
-2	in comparison	2,	inform us
~	in conclusion	2,	inform you
-07	in connection with	3	in full settlement

7	in general	-1)	in order to have
	in good condition	-1	in order to insure
~/	in good order	1	in order to judge
~7	in his	-1	in order to observ
_	in it	-16	in order to pay
	in many cases	-/9	in order to pre-
-8.	in my experience	-4	in order to pur-
	in my mind	-16	in order to receive
-c	in my opinion	-/6	in order to say
-6	in my position	-/6	in order to see
-6	in my possession	-/	in order to show
-8	in my territory	-1/	in order to under
-1	in order	-/-	in order to write
-/	in order that	-1	in order to wri
-Je	in order to answer	-/	in order to wri
-1	in order to be	00%	I note what you say
-6	in order to be able	-	in other words
-1	in order to become	~	in our
-1	in order to deter-	7	in our favor
-16	in order to do so		in our hands



-66	in reply would say	'70'	insurance agent
-1	in respect	2	insurance company
-6	in respect to the	_0	in that
-4	in response	_6	in that direction
~	in return	Ro	in that line
201	in settlement of	-0-	in that manner
3	account in so far as	-06	in that matter
2	in so many	Re	in that regard
2-7	in so much as	se	in that respect
7	in spite	_6	in that time
7	in such	2	in that work
7	in such a case	~	in the country
Z	in such a cause	~	in the county
3/	in such a condition	-Je	in the course of a few days
7	in such a manner	-	in the course of
7.	in such a state	-9	in the event
7	in such a way	2	in the first instance
7	in such cases	71	in the first-place
79	in such matters	-6	in the hope that
7	in such times		in the market

-6	in the matter	30	in this city
	in the meantime	no	in this *claim
	in the meanwhile	w	in this connection
ng	in the next place	~	in this country
-6	in the past	~	in this county
~	in the report	~~	in this court
60	in the sale of	1	in this decision
2	in the same man-	-1/5	in this direction
~?	in these	12	in this instance
-2	in these days	~	in this manner
20	in these times	2	in this market
-2	in the usual	26	in this matter
3	in the usual way	re.	in this respect
7	in the way	-31	in this situation
~	in the work	-3	in this state
	in the world	-3	in this way
end	in the year of our	_^	in those
-0	in this		in those times
29	in this case		in time
2	in this cause	13	into consideration

No	into that	3	in your city
1	into the	~	in your letter
1-6	into the matter	-0	in your line
19	into these	-29	in your line of
N	into this	3	in your section
M	into your	9	I presume
7	in vain	od	I quite believe
7	in view of the fact	cos	I regret to say
97	in which	0-2	I remain, Sincerely
70	in which case	9	I remain, Very cordially yours
7	in which it is	0-2	I remain, Yours respectfully
74	in which it was	9	I remain, Yours
7	in which the	9	I remain, Very respectfully
70	in which they	2	I remain, Very
7/	in which to do	9	I remain, Very
7-	in which you are	can-	truly yours I remember
3	in which you have	00-6	I remember that
h	in which you will	coid	I remember the
7	in which we	co	I return
-	in your	الر	is at hand

9	I say	9	I shall be glad to
a	I say so	956	see I shall certainly
27	I send back	9	I shall have
20	I send herewith	20	I shall make
عب	I send letter	2	I shall not
26	I send receipt	9	I shall not be able
2,	I send you	2626	I shall not be able to say
20	I send you en-	82	I shall not pass
23-	I send you state- ment	3	I shall see
2/	I send you today	3	I shall send you
2	I sent	90	I shall take
9	I shall	9	I should
9	I shall be	91	I should be
9	I shall be able	%	I should be able
69	I shall be glad	9h	I should be glad
9	I shall be glad to forward	My	I should be glad to
2	I shall be glad to	9/	I should be glad to have
9)	I shall be glad to hear	The	I should be glad to hear
9	I shall be glad to	Mr.	I should be glad to
9	I shall be glad to	9/4	I should be glad to see

%	I should be sorry	.200,	is there anything
4)	I should have	n	is this
9)	I should have been	7	is to be
.9	I should like	's l	is to hand
91	I should like to be	8	1 suppose
97	I should like to	007	I take pleasure
9	I should not	60	I thank you
97	I should not be	9	I thank you for
9)	I should not have	R	it has
9/6	I should not say	3	it has become
r.	is it possible	3	it has been done
26	is it possible that	6	I think
25	is it necessary	07	I think it will be
27	is it not possible	02	I think this is th
26	is made	on	I think this will
2_	is not	d	I thought
26,	is received	1	it is
70	is that	m	it is because.
r	is the	N	it is not
V	is there	N	it is ordered

be

1	it is possible	Dy	it seems to be
2	it is probable	0	it seems to have
(105	it is quite neces-	De	it seems to me
8	it is said	0	it seems to them
1	it is some time ago	25	it seems to us
N	it is the	1	it shall be
11/0	it is your duty	1	it shall be done
1	it may be	4	it was
16	it may be made	N	it was done
16	it may be that	N	.it was not
1	it must be	y/	it was said
1	it must be done	N	it was the
0	it must have	14,	it was understood
7	it must not be	~	it will
8.	I told	~	it will be
6-	I told him	7	It will be a great
6	I told them	77	pleasure it will be con-
80	I told you	2	sidered it will fail
1	it ought to be	7	it will have
2	it ought to have	~	it will not be

ng	it will reach you	2	I will inform him
Me	it will receive	2	I will inform them
~	it will require	2	I will inform you
	it would	ever	I will let you know
1	it would be	27	I will not be able
.02	I understand	26	I will only
90	I understood	25	I will send you
2	I want	9	I wish
~	I want to know	200	I wish to call your attention to the
06	I want to say	6	fact I would
ę	I was	69	I would advise
el	I was not aware	6	I would be able
81	I was not sure	0	I would be pleased
0	I went	8	I would like to have
0	I will	6	I would like to
22	I will ask	6	I would like to see
em	I will ask you	66	I would not be able
9	I will be	67	I would not be sure
9	I will be able	6	I would say
9	I will have	QN.	I wrote you

J Jesus Christ
job lot
joint stock company
judgment of God
just as well

just as well as

just as well as not justice of God

Justice of the Peace just mentioned

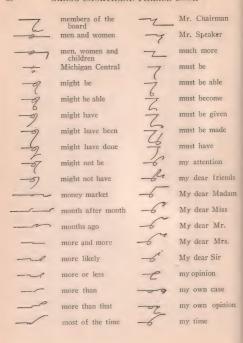
just now just received just taken

K kindly let us hear from you kind favor kindly note kind letter kindly remit kindly advise kindly return kindly consider Know all men kindly give us Know all men by these presents kindly let us know knowing the

	L	9	learned judge
0	ladies and gentle-	gho	least possible delay
4	large number	2	left hand
7	larger than	6	legal department
Lo	larger than that	6	legal tender
£6.	last meeting	Re	less and less
es	last month	4	less than
e	last night		let him
la	last of this week	م	let me
- E	last session		let me know
0	last time	المحاسب المحاسب	let me tell
e	last week	es/	letter of recent
-6	last year	9	let us
Loe-	later than	4	let us go
or	later on	7	let us have
9	latter part	Lez	let us hear from
w	law and order	Lev .	let us know
- 0	lawful money of the United States	3	let us say
3	lawful money of the United States of	4.	Liberal party
2	America learned friend	95	life and death

life insurance long ago life insurance comlong past due pany line by line long time line of credit long time ago line of work long time due list price look into the matlist prices Lord Chancellor little by little loss and damage little more fully low price lower price little or no little or nothing lowest price

GREGG SHORTHAND THEASE BOOK 40				
	M	6	may be able	
<u> </u>	mailing you	-	may be done	
_e/	mail order	-	may be given	
e//	mail order depart-	7	may be sure	
-00	make that	7	may have	
-01	make the	7	may have cause	
-0	make them	-0	may not	
-00	make this	-9	may not be	
-07	make us	7	may not be correct	
-09	make way	-9	may not have	
-7	man of business		member of Parlia- ment	
	many of them	7	member of the bar	
	many of these	7	member of the	
	many of those	7	member of the cab- inet	
	many times	-8	member of the	
	many years ago	-2	member of the House of Com- mons	
-4	market price	-2	member of the House of Lords	
-7	market value		member of the legislature	
-8	Master in Chan- cery		member of the op-	
-	may be	-6	members of the bat	



	N	-61	next election
E	National Express Company	-	next month
3	National Govern- ment	-6	next place
-6'	nature of things	F	next session
7	navy department	-6-	next thing
1	nearer than		next time
-87	necessary attention	-	next week
5	necessary informa-	E	next year
-6	neither of them	7	no better than
-6-	net premium	-00	no doubt
-de	net proceeds	~	no less
-3	New England	-	no less than
~	New York	~	no longer
-ct	New York Central	~~~	no longer than
-ch.	New York draft		no more
7	next best	-	no more than
7	next best thing		no more than that
600	next day	~	no one
-08	vext day or so	~~	no one else
-08	next day or two	-0,,	North America

-7	northern division	~	not less than
£,	Northern Pacific		not only
-	nothing else	-60	not only that
de	nowhere else	-0	now and then
	no, sir	-00	now that
-4	Notary Public	-07	now therefore

0	~7	of importance
of all	0	O. K.
of all men	~	of many of them
of any	~	of my
of any kind	. ~	of one
of course	a ·	of our
of course it is	ac	of our own
of course it is not	ne	of our own price
of course there is	9	of such
of course they	P	of that
of course they have	w	of their
of course they will		of them
of course you can	0	of these
of course you have	0	of this
of course you have	00	of this case
of his	3-	of this city
of his condition	00	of this kind
of his country	2	of this question
of his own	n	of this year
of his time	R	of those
	of all men of any of any kind of course of course it is of course it is not of course there is of course they have done of course they will of course you can of course you have of his of his condition of his country	of all of all men of any of any kind of course of course it is of course it is not of course there is of course they have done of course they will of course you can of course you have of his of his condition of his country of his own

	of today	600	on account of the
w	of what	000	on account of this
9	of which	4011	on acount of those
E W	of which it has been	ceq	on arrival of ship- ment
K	of which it is	7	on behalf
49	of which they have	19	on business
39 49 4	of which we have	120	once in a while
3	of which you have	ne	once or twice
'un	of you	2	one another
go	of your city	a	one of our
me	of your claim	2	one of the
ore	of your trade	7	one of the best
503	on acceptance	26	one of them
60	on account of	zy.	one or both
000	on account of my	20	one thing
400	on account of that	2	one time
60)	on account of the	2	on file
000	on account of their	2	on hand
60-	on account of the	ce_	on hearing from
c019	on account of these	eg	on her part

006	on her side	0	on that question
-	on him	-9	on that side
~	on his	~	on the contrary
3	on his part	4	on the dollar
1	on it	2	on the first occa-
0	on my account	alg	on the last occa-
-6	on my part	5	on them
9	on or about	-	on the market
9	on or after	~	on themselves
a	on our	cong	on the next occa-
cy	on our behalf	-	on the one hand
dy	on our books	==6	on the one side
are	on our line	4	on the other hand
en	on our part	46	on the other side
al	on receipt	To	on the present oc-
ap	on receipt of which	2	on the principle
6	on sale	9	on the question
. cp	on that	4	on these
6	on that day	ans.	on these conditions
09	on that occasion	2-6	on these matters

eng	on these occasions	~	on your market
-97	on these things	2	one after another
9	on the subject	ng.	one-half
ei/	on the whole	20	one of my
0	on this	~~	one of the most
0	on this account	20	one of these
S	on this case	and	one of these days
me	on this claim	21	one of those
me	on this class	~	one or two
N	on this date	n	one or two ques-
no	on this line	7	on which the
26	on this matter	2	on which we are
eng	on this occasion	7	on which you have
S	on this question	19	on which you will
3	on this side	d	order blank
cr.	on this thing	100	order will receive
ca	on those	رق	or rather
	on time	1	other than
4	on you	-	ought not
no-	on your line	1	ought to

	1	ought to be	y	our personal atten-
	6	ought to be able	Tan	our prompt and careful attention
	4,	ought to be done	To	our prompt atten-
	12-,	ought to do	000	out of that
U	2	ought to do some business	0	out of the
U		ought to do some- thing	030	out of the city
	9	ought to have	001	out of the country
	1	ought to have been	0	out of the question
	2	ought to have done	04	out of the state
	10	ought to know	Om	out of the world
V	_	ought to make	0	out of town
	16	ought to receive	6"	out of your
	6	our best attention	w	over and over

	P	Con	per week
.08	paid up policy	Ce	per year
8	particular attention	5	personal attention
Cons	part of your trade	9	please advise
6	past week	9	please advise me
6,	past week or two	5	please advise us
E/	people of God	300	please ask
En	people of this	8	please find
8	people's party	L	please find enclose
4	per barrel	5	please forward
4	per bushel	C->	please give
6	per cwt.	C	please give me
4	per dozen	(3	please give us
9	per gallon	000	please give this
6	per hundred	0	please let
C-6	per minute	Cez	please let us hear from you
C-	per month	Car	please let us know
6	per share	C-5	please look
4	per steamship	C	please order
4	per thousand	C	please remember

حسم	please remember	Cig	please write us
-e-	please remit us	-	P. M.
Co	please return	9	point of fact
6	please say	9	point of view
C6	please see	4	police department
5	please send check	6	postal card
4	please ship	(_/	postal money order
CV	please ship at once	5	Postmaster Gen- eral
Co	please ship goods	6	post office
Co	please ship me	(4)	post-office depart-
Cos	please ship me at	6/	post paid
5	please ship us	fr	power of attorney
Czr	please ship us at	6	premium rate
C	please state		present time
Ca	please wire	Cops	President of the United States
Car	please wire	Ce	pretty well
Cas	please wire us	4	price list
Co	please write	9	prima facie
Ca	please write him	-	printed matter
Cas	please write me	6	prisoner at the bar

prompt attention

G proof of claim

2

Cios pro rata

Gg pu

prove to your satisfaction purchase money

purchasing department question at issue quite a number question of time quite a while quite enungh quite likely quite than quite a few quite sure

R replying to your railroad business replying to your Republican party railroad company rate of interest Respectfully yours rest assured recent date right and left right and wrong referring to your claim referring to your right hand regarding the right or wrong

	GREGG SHORTHAN	DPHRASE	BOOK 63
2/-	S	2-6	seems to say
9	Safe Deposit & Trust Company	2-3	seems to us
06	same side	et	selling price
25	sample copy	200	semi-annual divi- dend
8	satisfactory manner	ana_	send this remit-
nf	school board	27	send us
nts	school board com- mittee	25	send you
20	season of the year	32	set forth
27	Second National	May 2	several days ago
my (	second place	1	several hundred
ork	Secretary and Treasurer	3	several hundred dollars
20"	Secretary of Agriculture	2	several months ago
S	Secretary of State	49	several occasions
	Secretary of the Interior	1	several times
er to	Secretary of the Treasury	/	shall be
3-50	Secretary of War	/	shall be able
30	seeing this	6/	shall be glad
27	seems to be	7	shall be glad to
->	seems to make	77	shall be glad to
2-6-0	seems to me	La	shall be glad to know

/	shall be glad to	13	should not say
Ly 6	shall be glad to se	e 16	should say
1	shall have	16	should you thin
6	shall not pass	M	should you wish
d	she had	9	side by side
d	she is	25,	Sincerely yours
1/	shipping depart- ment	26	since that date
h/	shoe department	2.16	since that day
مر	shorthand writer	dre	since that time
1	should be	one	since this case
6.	should be able	203	since this is
1	should be done	2	since then
1	should be glad	2_1	six months
Lis	should be glad to	ž	so and so
16	should be made	3	so as to
2	should have	3-8	so as to get
1	should have been	300	so as to give
2	should have done	200	so as to make
1	should not be	26	so as to receive
0	should not have	3	so far as

	drand biloitiiii	T I IIIIII	DOOR 0
2	so far as I can		some person
Le	ŝo far as I know	2-12	some reason
2	so long ago	200	something else
an	so long as	2.0	something like
and	so long a time	2_18	some things
2	so many	1	some time
2	so many times	1	some time ago
27	so much	1	some time before
26/	soliciting your	1	some time or other
22	some difficulty	203	some weeks ago
20	somehow or other	200	some years ago
2	some of the	200	somewhere else
2	some of them	2-7	so much
2_0	some of these	200	son-in-law
2-08	some of these days	20	sooner or later
200	some of those	20-	sooner than
2	some one	20	so that
2201	someone else	re	so that will
2-27	someone or other	u	so there is
2-15	some other person	w	so there is not

2,	so there must be	1/	subject to my order
~ (	so there must be	50	subject to my order
re	so there were -	hos	subject to your commission
a	so there will	4/	subject to your
any	so there will be	20	subscribed and
29	so to speak	1	sworn to such as
Vq	southern division	E.	such as it is
mt,	Southern Pacific	1	such as may be
37	southwest division	5	such as that
27	southwestern division	5	such as this
6	special agent	5	such as this is
6	special attention	49	such cases
1º	Standard Oil Co.	3	such consideration
2/	state department	4	such may be
La	State of New York	2	sum of money
Y	state of things	2	sums of money
10	statement of ac-	<u>'</u> ~/	supreme court
70	state of mind	5	systematic manner
4	subject matter	5	system of govern- ment

	Т	0	that can be
S	take into considera-	9	that can be done
201	take part	19	that is
0	take them	R	that is all
lu	tariff law	90	that is given
ez	tariff reform	120	that is my
2	telephone company	20	that is my opinion
8	tell us	12	that is not
6	ten days	12.	that is nothing
	ten days ago	2	that is not possible
~	thank you	2	that is not the
9	thanking you for	20	that is not the
2/	thanking you for the order	20	that is not the ques- question
20	thanking you for your attention	3/	that is said
Taga	thanking you for your careful attention	91	that is to be
200	thanking you for your kind attention	3	that is to say
2/	thanking you for your order	6	that it is
~	than the	61	that it must be
R	that are	189	that it was
R	that are not	de	that it was not

of	that may be done	6	that time
60	that that	R	that was
6	that the	R	that was the
d	that there	R	that will
a	that there is	Ry	that will be
de	that there is not	RY	that will be done
pr	that there was	Ry	that will have
69	that these	6	that would
6	that they	de	that would be
a	that they are	1	the day and year
6	that they had	ng	the latter part
0)	that they have	w.	the loss of time
9	that they have been	260	the only difference
6	that they will	26	the only time
01	that they will be	3	the only way
are	that they will re-	d	the order
6	that this	1-	their own
63	that this is	~	there are
62	that this is not	~	there are many
62	that this is the	~be	there are many things

12.11	there are some things	ny	the right honorable
9	there has been	on .	these things
7	there have been	2	these will
(to	there is only	27	these will be
5-0	there may not	2	the time
20	there might have been	1	the time of pay- ment
-9	there might not be	1	the time you men-
7	there must be	~	the whole
-5	there must have	~	they are
7	there shall be	~	they are not
M	there should be	N	they are of the
4	there was	n.	they are willing
N/	there was not	ng	they are willing to
2	there were	6	they can
2	there were many	6	they do not (See other phrases under "I do not")
261	there were many things	6	they don't (See other phrases under "I do not")
2-2.11	there were some	0	they had
~	there will	d	they had not
7	there will be	7	they have been
A	there would be	(2	they have done

	dinda biloniliani	11
2	they have known	
49	they have not yet	
26	they have said	
89	they have seen	
5000	they make	-
0	they may be	-
6	they may be able	-
003	they may consider	~
ra-0	they may not	
10-5	they might not	
10-1	they must	1
7	they must be	
m -5	they must have	-
ref	they ought to be	
19	they ought to be	6
150	they ought to be	1
7	they ought to have	-
je-,	they tell me	0
6	they think	
10	they were	

they were not they will

they will be they will be able they will forward they will have they will not be they will reach you they would they would be able they would be glad they would have they would have they would like to they would like to know they would like to they would receive they would require Third National Bank

0	this account	3	this is done
0	this can	25	this is necessary
3	this can be	2	this is not
my	this can not be	3	this is the
09	this case	3	this is their
3	this cause	2-	this is well known
30	this city	no	this kind
no	this claim	26	this matter
ne	this class	20	this may be
no3	this class of goods	26	this minute
ny	this clause	2	this month
07	this company	2	this morning
03	this consideration	2	this note
ny	this country	0	this order
1	this date	2	this question
d'	this day	2	this reason
d	this defendant	2	this seems
2	this indenture	3	this session
3	this is	3	this state
29	this is an occasion	or.	this thing

,	anegg shouthan	DIMAGE	DOOK
1	this time	No	to all concerned
3	this way	0	to any
n	this week	0	to anyone
n	this will	and	to anyone else
d	this would be	Col	to any other
No	this would perhaps	6	to any question
n	this year	B	to ask
Sp	thoroughly under-	An	to assure you
96	three days' sight	Amo	to assure you that
9	three or four	1	to be
El	three or four days	1	to be able
1_1	three or four	6	to become
2,	three or four weeks	1	to begin
ir	through the	1	to believe
	time after time	1	to be done
16	time to pay	1	to be sure
183	to a certain extent	1	to bring
123	to a considerable	1	to buy
me	extent to a great extent	m	to call
of	to a large extent	M	to call attention

W	to call his attention	2	to feel
my.	to call upon you	2	to find
my	to call your atten-	2	to furnish
End	to call your atten- tion to the fact	No	to get
m	to come	~	to give
Lu	to conclude	1	to give him
,	today or tomorrow	Maso	to give me
-	to deal with me	100	to give us
/	to deal with the	10	to give you
M	to develop	m	to go
1	to dictate	2	to have
/	to do	2	to have and to hold
10	to do so	2	to have been
m	to do something	2	to have done
16	to do the best	2	to have had
~	to do this	2	to hear from you
	to draw	r	to him
9	to enable	13	to his
7	to enforce	N	to his attention
2	to favor	n	to honor

d	to it	601	to my account
1	to judge	6	to my attentio
ling	to keep	100	to my credit
C	to know	~	to our
N	told you	4	to our agent
10	to learn	no	to our place
~ 9	to leave	1	to pass
nev	to let us know	6	to pay
~	to like	10	to place
~	to lead		to please
~	to look	6	to prevent
6	to make	2	to put
lond	to make a motion	M	to reach
lon	to make known	16	to receive
1-6	to many of them	~e	to remain
1-0	to many of those	~	to reply
	to me	~	to represent
	to mean	6	to say
	to meet	2	to secure
0	to my	16	to see

6	to sell .	1	to them
2	to send	P	to these
ans.	to send a repre- sentative	1.	to think
3-	to send him	n	to this
2	to send them	me	to this claim
20	to send us	m	to this conclusion
2	to send you	m	to this question
1	to ship	M	to those
3	to ship us	no	to try
1	to show	18-	to turn
20	to some extent	B	to us
1	to speak	1	to which
1	to such	2	to which you refer
1	to such an extent	20	to which your at-
NO	to take	he	to which your let-
m	to talk	7 .	to which your let- ter refers
N	to tell	2	to which your
NO	to that	m	question to whom
m	to the conclusion	m-6_	to whom it may
N	to their	mg	to whom these presents

1	to work	Las	transportation
~	to write	~9/	treasury depart-
10	to write him	M	trust company
100	to write me	Mo	trusting that
~9	to write us	15	trusting to hear from you soon
m	to you	M	trusting you will
me	to your credit	N	two or three
31	to your satisfaction	re	two or three days
L	traffic manager	2-1	two or three

	U	6	upon the
20	under any	6	upon them
3,	under cover	ag	upon receipt
2/	under date	609	upon that occasion
37	under separate	9	upon the subject
2	under the	4	upon the whole
of.	Union Pacific	9,	upon which
or or	United Kingdom	12/	up to date
200	United Kingdom of Great Britain and	6	up to that
3.	Ireland United States	26	up to that time
3	United States Government	4	up to the
3.	United States of	2	up to the date
3_	United States Mail	20	up to the day
2/	up and down	2/	up to the time
4	upon his	6	up to this
4	upon our	4	up to this time

	V	2	Very respectfully
2	Very cordially	2	yours Very sincerely
2	very glad	4	Very sincerely yours
57	very glad to have	2)	very soon
21	very long time	).	Very truly Very truly yours
2	very many	2.	very well
2	Very respectfully	)	vice versa

	W	27	we are in posses
2/	war department	2-	we are in receip
43	was considered	and	we are in receip
4	was done	2y	we are in receip of your check
80	was it right	ans	we are in receip
W	was not	21	we are in receip
900	was that	24	we are of the opin-
W.	was the	2-	we are not
9	ways and means	a	we are pleased
2-6	Ways and Means Committee	ac c	we are pleased to hear
21	we always	20	we are pleased to know
~	we are	20	we are pleased to
2	we are advised	200	we are pleased to
20	we are afraid	20	we are pleased to
20	we are aware	24	we are prepared
ee	we are aware of the fact	23	we are sending you
a.	we are enclosing	26	we are sorry
2	we are favored	26	we are sorry to hear
4	we are in a posi-	an a	we are sorry to learn
æ2	we are informed	260	we are sorry to report

26	we are sorry to	2	we can have
21	we are sure	2-	we can not
20	we are sure that	Le	we can not possibl
27	we are unable	2nd	we can not see
2	we are very sorry	25	we can not sell
2	we are very sorry to hear	23	we can see
2	we are, Very truly yours	2	we confirm
a.	we are willing	23	we consider
20.	we are writing	230	we consider that
ar	we are, Yours res- pectfully	2/	we could
21	we are, Yours truly	21	we could be
30	we ask that	2/)	we could have
3	we ask your atten- tion	2/	we could have been
30	we assure you	21)	we could not have
, 6	we believe	2/6,	we decide
22	we call upon	1	we declare
2	we can	8	we deny
27	we can be	8	we desire
2008	we can get	8	we desire to say
20	we can go	2	we desire to thank

1			
1	we did	20	we give you
26	we did our best	2	we had
1	we do	)	we have
1	we do not (See other phrases	/2	we have been
800	under "I do not") we doubt	23.	we have been able
20.	we doubt that	3	we have decided
gr6	we duly received	1	we have done
00	week after week	3	we have done so
2	week by week	36	we have done our
3	week or so	30	we have given
00	week or two	4	we have known
000	week or two ago	59	we have never
3	weeks ago	4/	we have no doubt
20	we enclose	2	we have not
Suc	we enclose copy	43	we have not been
272	we enclose state- ment	73	we have not been
(	we expect	36	we have now
2	we feel	La	we have received
2	we feel sure	7	we have the
3	we find	ker	we have the honor

			200M
30	we have today	20	we may say
9	·	-6	we may say
29,	we have your letter	29	we might have bee
1/	we have your order	2	we must
7	we hope	25	we must ask
ay	we hope you will	2-In	we must ask you
2	we intend	270	we must ask your
2.	we knew	2-5	we must be
20	we know	20	we must confess
20	we like	2-2-3	we must give
Ung.	well-known fact	25,	we must have
2	we look	26	we need
2-6	we made	21'	we note
20	we make	26	we note what you say.
201	we make the	200	we realize
2-0	we may	26	we receive
20	we may be	20	we regard
2-10	we may be able	20	we regret
20	we may be sure	203	we regret to say
29	we may have	2	we remain
2 %	we may not be able	27	we remain, Very truly yours

2-2	we remain, Yours respectfully	3	we shall be pleased
2	we remain, Yours	13	we shall have
2-1	we remain, Yours very truly	20	we shall make
22	we remember	2	we shall not
2	we replied	3	we shall not be
21	we represent	2	we shall not be
21	we respectfully	3	we shall send you
sen	we respectfully call your attention	2/	we shall take pleasure
29	we return	,	we should
3	we say	M	we should be
3/	we send herewith	3/6	we should be able
3	we send you	M	we should be glad
3/	we send you today	3/20	we should be
30	we sent you	4	we should like
9	we shall	26	we should not be
9	we shall be	20	we take
9	we shall be able	Sis	we thank you
09	we shall be glad	23	we thank you for
3	we shall be glad to hear	V.	we think
La	we shall be glad to receive	ny	we think this will

2	we told him	21	we will forward
Jes	we told you	27	we will have
m.	we took	200	we will let you
re	we traced	201	we will not acce
no	we tried	27	we will not be ab
gre	we trust	26	we will pay
200	we trust that	24	we will probably
on	we trust you will	266	we will say
3	we understand	26	we will see
30	we understood	21	we will ship
2	we want	21	we will ship at
2	we want to be	2%	we will ship you
2)	we want to have	211	we will ship you a
200	we want to know	2)	we will therefore
2	we will	27	we wish
22	we will allow	a	we wish to do
22,	we will allow you	3	we wish to have
27	we will be able	20	we wish to know
20	we will be pleased	3	we wish to say
2	we will be sure	1	we would

2	we would advise	N	what a lot
d	we would be	NS	what are necessary
26	we would be able	~	what are you
2	we would have been	10	what did you find
6	we would have been able	020	what do you know
2/	we would have had	1	what do you mean
2	we would like to	20	what do you mean by saying
27	we would like to	120	what do you mean by that
1	we would like to	N.	what do you think
16	we would like to	N	what do you want
JE.	we would like to	9	what has been
1	we would not be	. %	what has been done
26	we would not be	d	what is
24	we would probably	de	what is called
2	we would request	10	what is that
1	we would require	N	what is the
of the	we would respect- fully	M	what is this
3/6	we would say	y	what is to be done
20	we wrote you	9	what is your
200	we wrote you that	1/3	what must be

No	what right	3	when you first
1	what shall be	0	when you go
2-6	what to do	7	when you have
	what to do in the matter	2	when you have done
m	what took place	7	when you have
of	what was said .	2	when you have
m	what you can do	7	when you have
of	when I see	5-10	when you next
06	when I was	op	when you told
0	when the	-	when you told him
~	when they		when you told me
7	when they have .	0/9	when you told us
2	when they have	~/·	when you would
04	when was	en	where are
000	when you	0	where did
02	when you are	01	where is
00	when you came	00	where is that
000	when you can	Ct	where is the
02	when you cannot	26	where is your
073	when you consider	d.	where it is

ox	where it was	1	which is
, 7	where it will be	10	which is now
24	where was	Seg	which is the only
ces	where were you	h	way which it is
-	whether or not	4	which it is believed
1	which are	W	which it is not
4	which can	4	which made
6	which has been	407	which makes
6	which has been	4	which may be
4	which has never	6	which might have
4	which has not	407	which might not be
4	which has not been	4	which must be
(d.	which has nothing	4	which must be
do	which has now	6	which that
1	which have	4	which the
1	which have done	b	which they
3	which have had	16	which they had
3	which have not	46	which was made
4	which have taken	4	which was never
304	which have the	1	which was not
1			

3	which we	hop	which you may be
63	which we consider	kg	which you may
bij	which we consider to be	3	which you sent
(_	which will	4	which you will
4	which will enable	hos	which you will re-
V	which would	ho	which you will see
N	which would be	h	which you wish
W	which would be done	4	which you would
1/_	which would have been	i	who are
V 7	which would not	in	who can
11	which would not be	in	who can not
h	which you	~/_	who could
h	which you can	in	who could not
ha	which you can not	il	who do
mo	which you claim	2/	who had
5	which you have	1	who have
2	which you have done	3	who have done
2.	which you have not	20	who have tried
3-	which you have not	ĵ	who is
ho	which you may	2_	who is not
MANNIN STEET	which would be done which would have been which would not which you which you can which you can not which you claim which you have which you have done which you have not done		which you would who are who can who can not who could who could not who do who had who have who have done who have tried who is

		,	
20	who is now	0	why did
203	who makes	0	why do
in	who may	7	why have
20	who may never	0	why not
26	who might	a	why will
in	who must be	0	why would
3	who say	7	will be
i	who should	9	will be able
i)	who should have	9	will be done
<i>i</i> -	who told him	In	will be duly con-
in	who told you		sidered will give
į	who was	9	will have
i	who will	5	will have been
in,	who will be	The	will have due con-
1	who would	9,	will have no doubt
il	who would be	4	will not
2)	who would have	7	will not be
if	who would not	7	will not be able
2	whole lot	- h	will reach you
·a	why are	U 6	will receive

ugs.	will receive prompt	Par	within the
7	will there be	6	with it
uio .	will write	61	with its.
<u></u>	will you	· soe ·	with kind regards
7	will you be kind enough	ço	with only
53,	will you consider	651	with or without
26	will you consider the matter	~	with our
000	will you kindly	3	with reference
~	will you please	0%	with reference to
4	will you please say	2	with reference to
3	will you send	. 26	with reference to the matter
~0	will you write	~	with regard
0-6	wire me at once	. 000	with regard to my
or	wire reply	000	with regard to the
20	wishing that	ref	with relation
2-	wish to go	· ore	with respect
3	wish to have	reb.	with respect to the
3	wish to say	60	with that
6°	with all	80)	with that end in
6	with him	6	with the

		,	
alic	with the least pos- sible delay	My	would be glad to have
64.	with the under- standing	he.	would be glad to hear
6	with them	1	would be glad to
89	with these	16	would be glad to
62	with these men	4	would be sure
60	with this	7)	would have
600	with this case	7	would have been
0527	with this company	7	would have been
3	with this firm	7	would have done
612-6	with this matter	1	would like
81	with those		would not
62	with us	17	would not be
Bet .	with what	1	would not have
9	with which	16	would not say
8%	with which it is	12	would not see
90	with which it is	1	would not sell
8/2	not with which it was	16	would see
6"	with you	Ca-	write him
1	would be	00	write me
1	would be able	G	write us
0	would be able	-/	11110 40

	Y	y	you are prepared
00	year after year	Z	you are probably
0	year or two	nes	you are requested
and a	year or two ago	no	you are right
22	years ago	y	you are supposed
e.	years and years	~	you are sure
9	years of age	ne	you are wrong
be	yes or no	2	you ask
a	yes, sir	~	you can
~ (	you always	7	you can be
~	you are	~	you can do
z.	you are advised	2	you can do this
re	you are aware	~~?	you can do so
nej	you are aware of the fact	my	you can get
ney	you are hereby	mg	you can give us
ne	you are hereby summoned	7	you can have
29	you are in a posi- tion	7	you can have no
27	you are in posses-	7	you can have the
2-	you are not	Les.	you can never
ny	you are not obliged	m	you cannot

		_	
ny	you cannot be	1	you did not
2	you cannot be sure	10	you did not say
2	you cannot say	1	you do
میں	you cannot see	1	you do not (See other phrases under "I do not")
23	you can state	1	you do that
me	you can tell	1	you don't (See other phrases under "I do not")
2-	you can understand	2	you employ
~	you could	20	you gave
~~	you could be	~ 0-0	you gave me
~)	you could have	20	you give
2	you could have been	~ >	you give him
~	you could not	~	you give us
~/(	you could not be	1	you had
2/5	you could not be	1	you had not
~	you could not have		you have
~ 6	you could not say	/	you have been
~ 6	you could not see	7	you have been able
1	you could not un-	0/-	you have done
1	you desire	for	you have doubtless
1	you did	y	you have had

2			
4	you have known	20)	you may consider
5,	you have never	ng	you may have
. 2	you have no	207	you may not be
4	you have not	20)	you may not have
4	you have not been	2	you mention
02	you have nothing	2-6	you might
4	you have no time	20	you might ask
409	you have now	2000	you might let us know
.6	you have received	~5	you might not
3	you have said	2-67	you might not be
5	you have seen	20	you might not be able
200	you have some	27	you must
	you have today	2	you must be
2	you knew	27	you must be able
no	you know	20	you must become
2-6	you made	2	you must be sure
20	you may	2	you must bring
20	you may be	200	you must consider
ng	you may be able	26	you must decide
26	you may be sure	200	you must give

~~	you must go	res	your letter of re-
2	you must have	ref	your letter reached
元	you must recollect	reg	your letter received
2-6	you must say	2	your many favors
2-6	you must see	29	your message
~	younger than	20	your name
~	young man	1	your order
~	young woman	16	your order received
rd	you notice	1	your order will
~	your attention	1.00	your order will
y	you refer	7	your question
y	you represent	y	your reply
27	your insurance	Los	your reply to my
20.	your kind attention	3-	your statement
26	your kind attention to the matter	2	your telegram
non	your kind attention to this	2	Yours faithfully
9 mon	your kind attention to this matter	3/	yours of today
ras	your kind letter	~	Yours respectfully
~	your letter	3	Yours sincerely
none	your letter in reply	1	Yours truly

			2001
2	Yours very sin- cerely	7	you will be able
1	Yours very truly	my	you will be sorry
3	you see	2	you will be sure
2	you shall not	2.	you will feel
3,	you shall not be	7	you will find
1	you should	2	you will find en- closed
2	you should be	~	you will have
2	you should be sure	ne	you will let us
2)	you should have	~	you will not
1	you should not	7	you will not be
1	you should not be	27	you will not be able
N.	you think	26	you will note
1	you told him	ny	you will observe
10	you told me ·	26	you will pardon
2	you want	29	you will probably
2)	you want to have	260	you will readily
20	you want to know	not.	you will readily understand
~	you will	~~6	you will receive
200	you will arrange	26	you will see
7	you will be	~	you will understand

you would have been you would have no you would be you would be able you would not be able you would not be able you would not have you would have no you would not you woul

